



***PACAF Supplement 1
18 JUNE 2001***

Postal Operations

OPERATIONAL POLICIES AND PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ PACAF/AIRPS/DO
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Supersedes DOD 4525.6-M, Vol 1/AFSUP1/PACAFSUP1,
29 February 1996

Certified by: HQ PACAF/AIRPS/DO
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Pages: 24
Distribution: F

This supplement applies to all PACAF postal units. It does not apply to Air National Guard (ANG) or U.S. Air Force Reserve (USAFR) activities, unless specifically aligned under or augmenting the PACAF Air Postal Squadron (AIRPS).

SUMMARY OF REVISIONS

Supplement paragraph 103.7b clarifies requirement for PACAF AIRPS Commander and Chief Enlisted Postal Manager to conduct annual visits to all PACAF AIRPS locations. Changed request procedures in 108.2c(11). Added to 206.3, 206.3a(8), and 206.3a(24). Deleted items 302.11, 302.2h, 302.2i, 302.j (requirements are sustained through 302), 402.6, 904.3, 904.3.a., and 1113.3a (4b) as no longer applicable. Changed reporting requirements in 310.3, and added Figure 3-8. Revised 402.7 (Added), 403.1 and 406.4., 503.17 (Added) requirement for Custodian of Postal Effects (COPE) to send all requests for local purchases (\$400.00 per quarter) through PACAF AIRPS/DO and approve by JMPA-PAC prior to each purchase. Added requisition requirements in 602.2. Changed funds requirement in 711. Added to 802.3 and 802.5i for registry cage entry procedures. Deleted Figure 9-2, added requirement for Air Force Post Offices (APO) and Aerial Mail Terminals (AMT) to maintain the PACAF Postal Publication and Integrated Retail Terminal (IRT) Update lists. Paragraph 1114.2a has been simplified. Changed audit requirements in 1202.5a. and 1202.5f. Para 1203 updates Postal Operations Inspection (POI) criteria. Revised para 1303 requiring PACAF AIRPS coordination on renovations or new construction. Deleted all references to Det 4/CC and changed to Det 4, Det Chief, when applicable. Changed Det 4 inspection requirements from twice annually to annually. Deleted references to CS Commanders and replaced with Postal Activity Commanders when applicable. Post Finance

Officer (PFO) procedures will be phased out as IRT III equipment is fully implemented. Updated publicity program sources to include E-mail and Web pages. New or revised material is indicated by an (*).

DOD 4525.6-M, Vol I, 28 December 1989, is supplemented as follows:

*103.7b. PACAF AIRPS is designated to carry out command responsibilities. PACAF AIRPS Commander and Chief Enlisted Postal Manager will conduct on-site annual TDY visits to all PACAF AIRPS postal activities to ensure command, control, personnel issues, and MAJCOM implemented policies are effective and current.

103.7u.(AF Sup 1)(Added). Activities shall document United States Postal Service (USPS) Mechanized Material Handling Systems (MMHS) on PS Form 1586 as non-capital equipment for accountability.

*108.1. Postmasters or AMT Chiefs will initiate requests for closure of Military Post Offices (MPO) and Mail Address Only (MAO) to PACAF AIRPS/XP via their Detachment Chief. For Main Operating Base (MOB), their Communications Squadron Commander will forward request to MPSA-OP.

108.2b.(2). PACAF AIRPS/XP will coordinate manpower authorization realignments and reassignment of postal personnel with PACAF/XPM/DPR. Draw down of postal personnel should coincide with draw down of support personnel.

108.2b.(4). Active postal offense case files shall be forwarded to and maintained by the PACAF AIRPS/DO.

*108.2c.(1). Postmasters will coordinate new addresses and mail routing instructions for all relocating units.

*108.2c.(7). For accountable mail records, forward to Claims and Inquiries, P.O. Box 7837, San Francisco, CA 94120-7837. Records should be organized in chronological order and labeled on outside of each delivery or dispatch booklet. PS Forms 3849-B should be filed in numerical sequence by the last two digits of the accountable mail number.

*108.2c.(9). Postal activities will coordinate with PACAF AIRPS/DO prior to disposing of accountable equipment. Six months prior to base closure notify PACAF AIRPS/DO of type and quantity of lockbox nests to be removed and shipped to appropriate destinations. Accountable equipment, lockboxes, records, etc. should be shipped out 30 days prior to closure. The permanent serving MPO will be responsible for maintaining the activity's records. If there is no designated serving MPO, PACAF AIRPS/DO will designate a logical location to maintain the accountable records to facilitate future claims or other data collection requests.

*108.2c.(10)(Added). Postmasters shall coordinate and publicize closure of MPO and postal service center(s) to coincide with draw down of personnel. Terminate all services 30 days prior to base closure date, except for the processing of incoming mail by general delivery service.

*108.2c.(11)(Added). Postmasters shall submit requests to PACAF AIRPS/TR to shortstop or redirect surface mail at San Francisco 90 days prior to base closure. Requests for all other mail should be made 60 days prior to closure.

*Table 1-1, Rule 13 (AF Sup 1)(Added). Provide postal clerks basic allowance for subsistence so postal managers can fully staff customer service windows during peak (lunch and dinner) customer service periods IAW DFAS-DEM 7073-1, para 25-2(6)d(1).

*Table 1-1, Rule 14 (AF Sup 1)(Added). Exempt postal clerks from local details and base exercises whenever possible. Mail continues to flow during these periods and loss of manpower causes delays in mail delivery and curtailment of other services.

201a.(Added). PACAF AIRPS/XP will conduct postal contingency planning.

*203. Postal personnel will not be assigned or detailed to the base Resource Augmentation Duty Program (READY) without justifying and requesting an exemption from the PACAF AIRPS/XP. There are not enough active postal personnel (imbalanced overseas special duty career field) nor will there be to meet major OPLAN worldwide tasking without requiring non-postal augmentation.

*206.3.a.(Added). Postmasters and/or detachment chiefs will prepare Base Support Plan (BSP) postal annexes according to AFI 10-404. Yokota and Kadena Air Base postmasters and PACAF AIRPS/XP will co-write the annex. In Korea, Det 1 PACAF AIRPS chief will prepare BSPs for postal activities on PACAF operating bases. Submit all BSP postal annexes to PACAF AIRPS/XP for review prior to receiving local approval. PACAF AIRPS/XP will ensure BSP content is in line with theater-wide postal support plans.

*206.3a(8)(Added). The command PFO will budget and fence off \$5,000 to establish initial official mail accounts for contingency operations. When a contingency plan is implemented, PACAF AIRPS/XP will advise the PFO of the amount(s) and destination(s) for new accounts. The PFO will obtain cashier checks from accounting and finance, purchase the necessary stamp denominations from the PFO account, and mail to the deployed location(s). The deploying host unit will fund future replenishment of the official mail account from the deployed servicing post office. Contingency postmasters will account for the funds according to the DOD 4525.8-M, AF Supplement, Official Mail Manual.

*206.3a(24). Until the IRT III has been integrated into the Unit Type Code (UTC) 6KDB6 (APO Contingency Kit), the command PFO will maintain postage meter heads and bases for contingency operations. The command PFO will also be responsible for maintaining money order imprinters. PACAF AIRPS/XP will inform the command PFO of desired quantities to maintain, where, when, and what type of equipment to send to a contingency operation. This equipment will accompany the initial contingency APO fixed credit unless the IRT III is deployable.

*302.(Added). Maintain publications and visual aids according to the PACAF Postal Publications and IRT Update Memo periodically released by PACAF AIRPS/DO.

*310.3. MPOs will submit Postal Activity Reporting System (PARS) reports DO-COMP (Q) 743 to PACAF AIRPS/DO, on a quarterly basis via PACAF AIRPS Homepage, e-mail, or hardcopy. Reports must reach PACAF AIRPS/DO by the 15th of the month following the reporting period and include the following data.

Figure 3-8(Added). Postal Activity Reporting System (PARS) Information Requirement:

1. APO NUMBER/GEOGRAPHICAL DATA: _____
2. AS-OF-DATE: _____
3. MONEY ORDERS SOLD: _____ VALUE: _____
4. MONEY ORDERS CASHED: _____ VALUE: _____
5. VALUE STAMP SALES: _____
6. NUMBER IRT III PVI MODULES: _____ SALES: _____
7. NUMBER CONTRACT METERS/IRT III PVI MODULES: _____ SALES: _____
8. MILITARY SPONSORS: _____ DEPENDENTS: _____
9. DOD CIVILIAN SPONSORS: _____ DEPENDENTS: _____
10. U.S. CONTRACTORS: _____ DEPENDENTS: _____
11. STATE DEPARTMENT: _____ DEPENDENTS: _____
12. OTHER U.S. GOVERNMENT EMPLOYEES: _____ DEPENDENTS: _____
13. RETIREES: _____ DEPENDENTS: _____
14. INTRANSIT/TDY PERSONNEL w/POSTAL SUPPORT: _____
15. MILITARY CLERKS AUTHORIZED: _____ ASSIGNED: _____
16. U.S. CIVILIANS AUTHORIZED: _____ ASSIGNED: _____
17. TEMPORARY OR OVERHIRE CIVILIANS AUTHORIZED: _____ ASSIGNED: _____
18. GUARD/RESERVE AUTHORIZED: _____ ASSIGNED: _____
19. MAIL DISPATCHED (LBS): _____ (via actual dispatch documents; e.g., DD Forms 1372/1384, PS Form 2942-A)
20. MAIL RECEIVED (LBS) _____ (via actual dispatch documents; e.g., DD Forms 1372/1384, PS Form 2942-A)

OFFICIAL MAIL

21. EXPRESS MAIL (1003): _____
22. NUMBER OFFICIAL METERS: _____ EXPENDITURES (1005): _____
23. CONTRACTOR REIMBURSEMENT (1006): _____
24. PERMIT FEES (1007): _____
25. TOTAL (ITEMS 22-27): _____
26. MISC COSTS: _____
27. POSTAL EQUIPMENT LEASING (EEIC 473): _____
28. TOTAL (ITEMS: 30-31): _____
29. TOTAL ALL (1999): _____

*402.7.(Added). Postal training will be conducted in accordance with AFMAN 36-2201, Developing, Managing, and Conducting Training, and AFMAN 36-2247, Planning, Conducting, Administering, and Evaluating Training. The following policy and procedures also apply to postal proficiency training:

- a. Document training on AFJQS 8M000 for all personnel assigned to the postal activity, including foreign national civilians and augmentees. AFJQS may be used as a Master Task Listing to identify the functions unique to each work center.

- b. Use AF Form 623a, On-The-Job Training Record Continuation Sheet to document initial orientation and OJT evaluation. The initial orientation should be conducted as soon as practical prior to the individual handling postal effects. The orientation will include duty-related information such as chain of command, safety hazards, and privileged nature of mail, etc. The initial OJT evaluation will be conducted in accordance with AFMAN 36-2247.
- c. Use AF Form 797, Job Proficiency Guide Continuation/Command JQS, and AF Form 1098, Special Task Certification and Recurring Training, for local training requirements such as counterfeit currency identification, controlled area training, mail bomb identification, etc. Automated products may be used in place of these forms.
- d. Individuals should be fully trained in one of the major job functions (finance, registry, official mail, PSC, and claims/directory, mail processing/transportation) within 90 days of assignment.

*403.1. Prepare DD Form 2257 in two copies. One copy remains in suspense at the MPO until the commander, Operating Location (OL), or det chief signs and returns the original copy; then destroy the suspense copy. The original remains in the MPO files. OL and det chiefs may sign DD Form 285 for their personnel. The CS/CC may delegate this same authority to their postmasters (both DD Form 285 and DD Form 2257). (NOTE: The "MAIL AUTHORIZED TO RECEIVE" section "OFFICIAL (ALL)" block should be annotated "EXCEPT OFF REGS" for foreign nationals).

406.4.(AF Sup I)(Added). Appoint military and civilian by annotating "AUGMENTEE" in the designation section of the DD Form 2257. (The "MILITARY POSTAL CLERK (MILITARY)" and the "FINANCIAL POSTAL CLERK (CIVILIAN)" blocks checked with the word "FINANCIAL" crossed out.) Civilian volunteers are considered augments. Volunteers will not be issued financial accounts or handle funds.

502.5a.(5). At one-person MPOs, a separate account need not be maintained to conduct window business. A single (COPE/Window Clerk) account may be established with a tolerance limit based on the total fixed credit account. The account shall be audited at least monthly.

502.6c. The command PFO will determine how activities will report shortages. Ensure an info copy of any PFO shortage letter is sent to PACAF AIRPS/DO and retain a MPO file copy. Shortages will be reported on PS Form 1412-B using AIC 848, Stock Returned, as appropriate (check against IRT III procedures).

502.6c.(1)(Added). For stamp stock shortages received from the Command PFO, coordinate with the PFO immediately to resolve the discrepancy. Attempt to resolve the shortage without preparing a shortage letter. Annotate the PS Form 17 with the discrepancy. Both the COPE and a witness must verify and sign the form. Retain the wrapper, shipping box, and any other containers until the matter is resolved. Record the actual amount of stamps received on PS Form 3295. If a shortage letter is required, send the letter to the PFO with a copy of the PS Form 17. Also, send an information copy to PACAF AIRPS/DO and maintain a MPO file copy. (EXCEPTION: Det 4/DO will receive an information copy for incidents occurring in Det 4.)

502.6c.(2)(Added). All overages must be returned to the Accountable Paper Depository, via registered mail, along with a letter of explanation signed by the PFO and a witness. Overages will not be accounted for on the PS Form 1412-B (check against IRT III procedures).

502.6c.(3)(Added). If an overage is received by the COPE from the PFO, coordinate immediately with the PFO via telephone to resolve the discrepancy. Attempt to resolve the overage without preparing a letter. If necessary, then send the letter to the PFO who will work with the COPE to correct the overage. Ensure that the COPE and witness annotate the overage on the PS Form 17 and sign and date the form. Retain the wrapper, shipping box, and other containers until the matter is resolved. Record the actual amount of stock received on PS Form 3295. Send an information copy to PACAF/DO and retain a MPO file copy. (EXCEPTION: Det 4/DO will receive an information copy for incidents occurring in Det 4.)

503.7a.(Added). Send the original copy of the adding machine tape, the original copy of the bank deposit slip, and the remittance to the bank. Each adding machine tape must list each check number with the corresponding amount.

503.7b.(Added). Send the original copy of the adding machine tape to the serving postmaster.

503.7c.(Added). Retain a duplicate copy of the adding machine tape.

503.11. Damaged stock shall be submitted quarterly or when the dollar value of damaged stock reaches \$1,000. Stock is returned to the Stamp Destruction Committee in accordance with Accountable Paper Depository guidance. USPS-SFO issues the return schedule based on USPS fiscal year reporting periods. The PFO will publish a schedule for COPEs to use when returning damaged stock.

*503.17. Items out of stock or not available through USPS supply sources or military self-service centers, may be locally procured. Only organizational type items required to sustain operations, improve facility appearance, and mail service may be bought using USPS funds. Personal individual items may not be purchased. Request for use of COPE funds shall be channeled through PACAF AIRS/DO and approved by JMPA-PAC prior to each purchase. A record of purchase must be maintained at the MPO for audit and record purpose. For each purchase, the original receipt along with a copy of the approved PS Form 7381 must be sent to Accounting, PO Box 882166 San Francisco, CA 94188-2166. COPE may use \$400.00 per quarter.

503.19b.(2) (AF Sup 1). Console Stamp Vending Machines (SVM) may be issued as one account on PS Form 3369.

503.19b.(3)(a)(AF Sup 1). Console SVMs can be audited as one single account versus three separate accounts when issued on a single PS Form 3369. SVMs digital counters may be used to conduct audits.

503.19c.(3)(AF Sup 1)(Added). Prior to shipping a complete SVM, coordinate with the Det 2, PACAF AIRPS/Machine Repair Shop to explain the malfunction. Mail SVMs or parts to: Det 2, PACAF AIRPS, Attn: Machine Repair Shop (MRS), Unit 5124, APO AP 96328-9998.

*602.2. Requisition lead seals (to seal postage meter heads) from JMPA-P by letter with an info copy to PACAF AIRPS/DO.

702.1. The PFO filling the requisition will annotate the inclusive Money Order serial numbers mailed to the COPE in the "ITEM/VALUE" columns of the PS Form 17.

709.3. Figure 7-4.1 and 7-14.1 (Added). NOTE: Money order business tapes may be prepared using the IRT.

709.3c.(AF Sup 1). MPOs need not forward an extra copy of the report for verification.

711. Money order funds may be commingled with other USPS funds.

*802.3. Entry of personnel, apart from clerks on duty, witnesses, and persons listed in Part III of that day's prepared DD Form 2261, must be documented on PS Form 1625, Record of Entry-Registry Section. The PS Form 1625 will be maintained monthly with the completed form attached to the last balance sheet of the month or clerks may attach it to that particular day's (or shift) DD Form 2261 and begin a new PS Form 1625 for the next day or shift.

802.5h. DD Form 2261 (Registered Mail - Balance and Inventory) does not require completion on days registry business is not conducted. On the first day a registry transaction is accomplished, enter in the "REMARKS SECTION" of the DD Form 2261, "No business conducted between (dates involved)."

806.6b. Outside bills are not required for registered mail dispatched on AMC flights destined within the PACAF theater. Tracers are not required for registered mail dispatched. (Except for mail to Alaska, Guam, Hawaii, or the U.S. Trust Territories of the Pacific.)

Figure 8-5(Added). NOTE: A witness is required on truck bills if registered mail is dispatched in a locked, sealed, closed-body-type vehicle (containerized shipment). If registered mail is tendered directly to an U.S. citizen driver/mail guard, a witness is not required on the truck/outside bill (one-on-one exchange).

902. Each postal activity shall develop an activity job continuity folder. Contents of the folder should contain information that is unique or has significant impact on the operation to include key points of contact, alternate operation sites in the event the facility becomes inoperative, contingency procedures, local SOPs, PNAs, quality initiative program, etc. Each key position, i.e., Det Chief, AMT/MCA Chief, Postmaster, and COPE should have a continuity folder.

*904.(AF Sup 1)(Added). The host commander or official, postmaster, and the postal detachment chief (where applicable) will establish hours of operation to mutual satisfaction. Recommended MPO hours of operations are 1000-1730 if base closes at 1700. Normal MPO hours should not exceed 30 minutes before or after normal duty hours. During the holiday season, hours may be extended an additional 30 minutes. Saturday service is normally a half-a-day; e.g., 1000-1300. During the holiday season, Saturday hours may be extended. PSC lobbies should normally be open 24 hours per day to accommodate shift workers. **NOTE:** Wing commanders or equivalent are authorized to allow post office closure for base functions; e.g., wing down days, command family days, etc., and are encouraged to do so to facilitate morale.

*904.1. MPOs must maintain a highly visible publicity program. Information such as type of mail service available; window hours; completing change of address cards upon PCS; and other good mailing practices should be disseminated periodically to various media sources. For example: base newcomer orientation and departure briefings; radio and television service; base bulletins, and newspapers; unit commander's calls; newsletters; visiting officers and airman quarters info folders, etc. All MPOs, particularly those without media sources, should prepare a pamphlet outlining postal information for newcomers. The pamphlets should be handed out at the MPO inprocessing window or during MPF (Military Personnel Flight) inprocessing. All postmasters must develop and execute a holiday mailing information program which as a minimum, continually reminds patrons of the OS to CONUS and the CONUS to OS mailing deadlines (allows patron to advise correspondents or to calculate CONUS mail order mailing cutoffs).

*905.2c. Mail sent from MPOs at the domestic rate must include a return address that conforms to the domestic addressing standards as outlined in the DMM.

*905.2k. Presentation of ID card is not necessary when the MPO clerk personally recognizes the authorized patron, in military uniform or civilian clothes, when mailing parcels or picking up their mail. Authorized patrons are required to present their identification card for APO service when cashing money orders or paying for postal services with personal or traveler's checks.

905.2l. Mail bearing the sender's last name and initials versus full name is acceptable.

905.2m.(Added). When oversized parcels are received at MPOs through USPS or MPS, the customer may re-mail the item in the original oversized container, only when it can be determined, in the best judgment of the accepting clerk, that the mailing container was actually the original oversized container received.

905.12. Intra-theater Delivery Service (IDS). To preclude mail backlogs and over taxing the system, flyers notices etc., that can be distributed or disseminated during commander's calls, meetings, base paper, daily bulletin, radio and TV, or posted on bulletin boards cannot be mailed as IDS. Postmasters should conduct periodic checks and inform mailers of this requirement. Items determined (without opening any correspondence) to be flyers, advertisements, etc., that are undeliverable as addressed, will be disposed of as waste. Postmasters will periodically inform personnel of this procedure for handling IDS/MPS mail. Detailed procedures on IDS mail are contained in PACAF Sup 1, DOD 4525.6-M, Vol II, Chapter 4.

906.1g.(AF Sup 1)(Added). PS Form 1628 or AF Form 2432 may be used.

906.2a. In the "FOR" section of PS Form 1096, enter the following statement: "I acknowledge receipt of PS Form 3977 for security container/lock #__".

906.6e. Maintain an incoming claims log to verify claims from USPS and other MPOs. Log will contain blocks to fill in entries for the following categories: Claim Number, Name of Person Filing Claim, Sender's/Mailer's Name, Date Claim Filed, Type of Claim, Dollar Amount of Claim, Accountable Mail Number. Disposition of Article/Remarks. Claims Log may be developed and maintained on a computer.

*907.6. When apparent, clerks should query patrons upon mailing to determine if the parcels being mailed to the U.S. are in conjunction with PCS movement. If mailed due to PCS, clerks should ensure parcels are properly endorsed and patrons advised to include a copy of their orders. Failure to include orders may result in the assessment of duty by U.S. Customs. Also, advise patrons of the 90-day rebuttal period in which they can contest duty assessed in error. Postmasters should include this information in their publicity program to include the monetary gift limits before customs duties are assessed.

*908.8b.(1)(AF Sup 1). PACAF AIRPS/CC is the coordinating authority for all mail cover requests. PACAF AIRPS/CC then recommends or non-recommends to the HQ PACAF/SC for final approval/disapproval.

908.11.(AF Sup 1). Forward reports to PACAF AIRPS/DO by message, e-mail with attachment, FAX, or first-class mail.

*910. MPOs are authorized to accept personal checks for the exact amount of postage. The minimum check amount will equal the lowest denomination of stamp books available for purchase. Personal checks will not be accepted for money orders.

1003.1i.(Added). Make direct sacks to APO destinations whenever mail volume exceeds ¼ of a sack or weighs 5 or more pounds. Flight Tag will reflect APO destination three-letter code, e.g., ASP. The slide label will reflect actual APO number and destination of contents.

1003.3b.(4)(Added). The following AMTs are designated Mail Transportation Equipment (MTE) depositories for Air Force APOs in their respective geographic areas:

<u>AMT/APO</u>	<u>RESPONSIBLE AREA</u>
Seoul	Korea
Yokota	Japan/Thailand/Kuala Lumpur
Sydney	Australia

*1003.2.(Added). Only anti-pilferage plastic seals will be used to secure all non-registered pouches or sacks. Numbered tin bin seals will be used to secure all registered mail pouches or sacks.

*1005.1a. For CONUS or inter-theater irregularities, send the original DD Form 2273 to PACAF AIRPS/DO. For intra-theater irregularities, send the original to the offending activity and a copy to PACAF AIRPS/DO. PACAF AIRPS/DO will input the irregularity into a database to assist in elevating the necessary corrective action to the appropriate agency or activity.

*1103.7. Daily activity dispatch schedules should be updated at least twice yearly (normally the carrier adjusts at the start of the winter and summer) or when the servicing carrier makes routing changes. A copy of the activity's daily schedule will also be provided by e-mail, if possible, to PACAF AIRPS/TR. As a minimum, and if available, an alternate carrier and flight for air segments serviced daily must be reflected in the daily dispatch schedule.

1109.1. AMTs/APOs may use PACAF Form 74, Daily Mail Dispatch Data Sheet, to ensure equitable tender. Purpose: U.S. Postal Service and DOD directives require postal activities to equably tender mail when two or more U.S. flag carriers provide equivalent service from the same dispatch point. Postal activities must document their equitable tender efforts and upon request provide this documentation to air carriers. The PACAF Form 74 fulfills this requirement by consolidating all dispatch records into one source document. The instruction for completing this form is self-explanatory.

1110.1. Each activity dispatching mail via Air Mobility Command (AMC) will assign a separate TCN to each shipment.

*1112.2a. PNA will be initiated (via e-mail, electronic message, or fax) on all matters that affect air or ground movement and processing of mail to include natural disasters, evacuations, strikes, entire shipment (air carrier) non-receipt, etc. Periodic or follow-up PNAs should be sent until the situation returns to normal. All pertinent information should be in the PNA and as a minimum, the negatively affected activity, PACAF AIRPS/TR and Det 2 PACAF AIRPS/AMT/MCA shall be included as addressee on all PNAs. PACAF AIRPS/TR will determine whether to elevate to JMPA-A and above as necessary.

1113.3a.(4)(Added). Activities are to complete PS Forms 2734B at the air stop point where a deviation in the assigned routing occurs and only when pay is affected as a result of re-directing the mail. The form must clearly describe the routing instructions originally designed by the dispatching postal unit, as well as, the reason for deviating from such routing instructions. The form is not required if the carrier retains possession of the mail to transport it to destination. Prepare six copies and distribute as follows:

Copy 1: Forward to Foreman, IAMRU, AMF Dulles.

Copy 2: Losing Air carrier.

Copy 3: Gaining Air carrier.

Copy 4: Postal activity file.

Copy 5: JMPA-PAC, Attn: Transportation Officer, 900 Commodore Drive, San Bruno, CA 94066-2402.

Copy 6: PACAF AIRPS/TR within 48 hours.

*1113.4. AMT chiefs or postmasters with MCA activities (dispatch direct to commercial air carriers) shall meet at least quarterly with air carrier representatives (AMC and commercial) to discuss and resolve problems of mutual concern, future airline schedule/airframe changes, impending volume changes; e.g., holiday volumes, equitable tender (if appropriate), etc. (For Det 4 Australian MPO postmasters only. Clerks should conduct a thorough MCA check at the airport ground handling areas to determine all carrier/contractor receipting and handling processes when they go to the airport for their quarterly meeting.) All carrier meetings will be documented, signed, and sent to PACAF AIRPS/TR and a copy kept for a minimum of one year on file; e.g., general correspondence.

1114.2a. Postal activities will use locks at all times when transporting mail on or off the installation. When a designated postal clerk accompanies non-registered shipments, a tin band seal is not required for transporting non-registered mail off the installation.

Table 11-2. Suspense and returned copies of DD Forms 1372 are not required to be maintained (unless it is a sealed dispatch with no U.S. mail guard accompanying the shipment.) Each location has a signed copy of the document from the person who accepted the mail. Registered mail is tracked via PS Form 3854.

*Figure 11-8, Block I. Send PS Form 2942-A (AV-7) electronically (as an attachment) by e-mail to IAMRU on a daily basis. If e-mail capability is not available, mail daily as first class once a week to Supervisor, IAMRU, Dulles IMPC, Rm 255, 44715 Prentice Drive, Dulles, VA 20101.

*1202.5a. Audit newly assigned clerks window accounts twice monthly (excluding PFO, COPE, or filler account) for a 60-day period. After this time frame, audit at least once monthly.

1202.5b. Before auditing the PFO account a message should be sent (at least two weeks in advance) to JMPA-P requesting the closing balance of the last PS Form 1412-B on file at the General Accounting Office.

1202.5f. Forward a copy of the DD Form 2259 for COPE audits to the PFO for verification and maintenance under Rule *, Table 12-1.

*1203.2. PACAF POIs will examine four functional areas: finance, operations, service, and official mail. APO will be rated in all four areas unless a function is not performed. Official mail activities or non-contract PSC functions in Alaska, Guam, and Hawaii (without an APO) will receive a rating in official mail management and/or service only. Aerial Mail Terminals (AMT) and Mail Control Activities (MCAs) will receive one rating encompassing all functions. PACAF AIRPS detachments will also be inspected and derive their rating on an approximate 70/30 weighted scale in two categories: Operations (owned activity ratings and performance) and Programs (basic internal Det responsible oversight areas) respectively. In addition to applicable checklist items outlined in DoD 4525.6-M, Vol I, Appendix C, PACAF AIRPS will routinely publish a current inspection checklist via the PACAF AIRPS Homepage for activities to fully understand the compliance requirements. The following are the functional areas and sub-areas included within each element for inspection:

FINANCE

FIXED CREDITS AND AUDITS:

- a. Are PS Forms 3368, Stamp Credit Examination Record, property maintained?
- b. PS Forms 3369, Stamp Consigned Credit Receipt (cash level + \$50 change). Are originals maintained?
- c. Are original PS Form 17, Stamp Requisition, issuing accounts retained for 6 months on COPE and all accounts issued to clerks. Witness on COPEs PS Form 17? Is COPE ordering weekly, if not is a waiver on hand? Are COPEs/Clerks exceeding maximum cash authorized?
- d. DD Form 2259, Report of Audit of Postal Accounts. Are COPEs maintaining original audit of clerks and copies of accounts issued for 6 months? Clerks personal copy maintained until next audit. Are audits of COPE account accomplished quarterly and monthly for clerk accounts? Money orders/meters/equipment – listed on

audit form. Monthly audits required for one person MPOs, when window account & COPE account are the same. New clerk audit twice monthly for 60 days.

- e. PS Form 3295, Daily Record of Stamps, Stamped Paper and Non Postal Stamps on Hand. Check minimum stock level, denomination blocks – old stamps stock. Form is retained for 1 year after completion of form.
- f. Overages property submitted to PFO, Vol , Para 1202.9?
- g. PS Form 3977 moved to physical/operation security.
- h. Are accounts turned in when clerks depart for leaves, TDY, etc. (5 – 30 days, temporary turn in; 30 days or more complete turn in)?
- i. SVM – Audit quarterly – over/short property handled (503.19b).

- MACHINE COUNTER _____

- START COUNTER _____

- COIL START AMT _____

- NUMBER ON HAND _____ x DENOMINATION _____ = VALUE

POSTAL METER ACCOUNTS

- a. PS Form 3602 submitted daily and properly maintained.
- b. Deposit Slips.
- c. Check tape.
- d. PS Form 1096 – Transfer of funds.
- e. Alternate Meter Custodian appointed in writing.

MONEY ORDER ACCOUNT

- a. PS Form 6019, Military Post Office (MPO) Report of Money Order Business. Check tape, remittance instrument, dispatch receipt, Financial Adjustment Memorandums (FAM), daily submission to Postal Data Center, sequence of MO's issued, sent via reg mail/express mail.
- b. PS Form 17. Used to order blank money order form.
- c. DD Forms 885, Money Order Control Record. Master completed upon receipt. Correct transfer. Combine Master/Clerks when completed.

- d. DD Form 885, Money Order Control Record. Clerk to Clerk transfers (with copy) fully completed i.e., date and time. Clerk maintains original.
- e. Check Blank MO from _____ to _____.
- f. Are Postal Bulletin's Missing Money Order (new/old style (gray)), Canadian, and counterfeit listing on hand?

PROTECTION OF FUNDS

- a. General attitude in maintaining/accomplishing PS 1096.
- b. Did COPE and clerks secure funds when unattended, stay with the auditor?
- c. Marked money kept over \$7,500.
- d. Escort. AFI 31-209, 8.5.4. Called SP's when transporting funds? \$2,500 Call, \$7,500 Escort, \$25,000 Armed Escort. AFI 31-209, para 8.2.1 PACAF Sup/01.

ACCOUNTABLE & CAPITAL EQUIPMENT (PS Form 1590, Supplies and Equipment Receipt)

- a. Items listed/on hand – See DOD 4525.6-C Annex D, hand receipted to other units on PS 1590 (MIDAS/MODIS listed).
- b. IRT items listed by piece/serial number (SN) (correct SN is listed on right side by on/off switch, not under scale plate).
- c. Current, signed by accountable postmaster, suspense copy on hand.
- d. Annotated on COPE auditors/transfers.
- e. Items out of service promptly turned in for repair? Messages sent to PACAF AIRPS/DO when IRT's sent for repair?

WINDOW ACCEPTANCE PROCEDURES

- a. Express Military Mail Service (EMMS) PS form 11B's property completed/processed/forms forwarded daily.
- b. Intra BMC discount for customer? Assessing surcharge – template, outside parcels, non-machineable, etc? Do clerks know how to obtain local zone rate on IRT when mailing between PACAF APO's?
- c. Are clerks checking Postal Bulletin restrictions for items addressed to APOS?

- d. Are clerks aware of 15 pound rule (priority item less than 15 lb or 84 inches in LxG are charged at 15 lb rate)?
- e. Using current IRT updated version?
- f. Assessing proper postage, using proper endorsements, and placing postage over address labels? Insurance/registered/certified labels above address/right of return address.
- g. Checking customs forms, ensuring items are mailable, properly addressed, properly packaged and using the proper tape?
- h. Are customers verifying postage applied? IDS mail – no special services, must pay for services plus postage.
- i. Customers completing FAA security statements properly when mailing for others or themselves? APO retain on file for at least 14 days. Clerks checking ID cards?
- j. International Mail – Checking IMM for restrictions, using label 19a-b Par Avon (or Airmail stamp) on front and back of items mailed. Fully completing and ensuring proper form (SDR, etc).
- k. “Free” mail return address must have rank and “Free” hand-written.
- l. Pouching items which fit in bags.

OPERATIONS

PHYSICAL AND OPERATIONAL SECURITY

- a. AF Forms 1109 – Visitor Log and PS Form 1625, Record of Entry-Registry Section used? Are forms attached to DD Form 2261 at the end of each month?
- b. SF Forms 700, Security Container Information (inside safe), SF Form 701, Activity Security Checklist (room/area), SF Form 702, Security Container Check Sheet, being used, all safes have AFTO Forms 36, Maintenance Record for Security Type Equipment, (form now used for maintenance only, combination change done on SF Form 700) (VI-504.2 AF)?
- c. Keys to facility being issued out on PS Form 1628, key control log or AF Form 2432?
- d. Windows barred and doors constructed according to facility structure standards?
- e. Resource Protection Binder/folder: Bomb threat, anti-robbery, emergency destruction, alarm checks, and security procedures.

- f. Alarmed facility/structure/controlled entry/coded shipment alarms checked weekly/authentication codes protected.
- g. Emergency lighting installed or on order 1307.8.
- h. Are assigned personnel using one entry/exit point 4525.6M, Vol I, Chap 9?
- i. PS Forms 3977, Duplicate Key Inventory, used for duplicate keys and PS Form 1096, Consigned Credit Receipt, used to receipt for duplicate keys.
- j. Is emergency destruction of mail and postal effects letter on file?
- k. Was annual physical security inspection for the facility requested in writing and accomplished?
- l. Is overnight storage of funds limitations letter on file?

REGISTRY

- a. PS Forms 3806 – Postmarking – W/WO Insurance – Complete.
- b. PS Form 3849 – Signatures – APDS - Completed properly.
- c. PS Forms 3883 – Verify signatures against DD Form 285.
- d. PS Forms 3854 – Inside Bills – Trucks Bills – Outside Bills.
- e. PS Forms 3854 – Bulk Transfers – Check signatures against DD Forms 2261 to see if clerk/witness names are noted.
- f. DD Forms 2261 – Balance Sheet and attached documentation: correct/errors/balance/all documentation attached etc. no Mistakes Part 1-11.
- g. Opening/Closing mail sacks – witness – examination.
- h. Acceptance of registered mail, postmarking in front of customer, paper tape only, etc.
- i. Check second/final notices.
- j. Is a safe available for official registered mail/3-pos lock, no personal effects or postal effects stored inside safe.
- k. DD Form 1384 for AMC dispatches.

MAIL CONTROL ACIVITY (MCA)

- a. Air carrier meetings being held monthly and are they documented? Conducting periodic walk through of mail handing areas?
- b. Check Manifests, AV 7's etc. proper completion/signed? "X" placed on the last AV-7 of the calendar year?
- c. Scheduled flights being met on time?
- d. PNA's being prepared when necessary?
- e. Ramp watching for registered mail?
- f. MCA appointed by letter?
- g. PS Form 2759 accomplished when necessary?
- h. Is equitable tender used when possible?
- i. Is dispatch sheet/TCN log maintained? (PACAF Form 74/75 or automated)
- j. Is PS Form 2734B properly completed/initiated when required?

USPS SUPPLIES AND EQUIPMENT

- a. Inventories conducted in Jan and Jul?
- b. Check minimum/maximum levels (3 to 5 months).
- c. PS Form 1586 being documented – order, receive or issue out supplies?
- d. PS Form 1586 prepared for all non-capital equipment items?
- e. Check WRM equipment, CA/CRL equipment turned in for repair?
- f. Is designation of Supply Clerk letter on file?
- g. Is annual calibration done on IRT's and all other scales?
- h. Local purchase of supplies program (\$200).
- i. Is excess equipment reported to PACAF AIRPS/DO for disposition?
- j. Is equipment turned in for repair to the Machine Repair Shop when possible?

k. Equipment in need of upgrade?

ADMINISTRATION

a. Are all required publications/visual aids on hand and are they properly posted, current? On order? (Pubs and IRT update).

b. Does the unit have a current mission brief or POP (optional)?

c. Check the unit's contingency plans, i.e. READY program, additional tasking.

d. Check DD Forms 285, Appointment of Postal Clerk, Unit Mail Clerk or Mail Orderly, and DD Forms 2257, Designation/Termination WC-FPC-COPE-PFO, and PS Form 8139, Your Role in Protecting the Security of the United States Mail, for postal clerks (285/2257/8139) augments etc. Transfers/reappointed/correctly completed.

e. Review mail covers, postal offenses, FAMS, seizures and request for privacy act information.

f. Self-Inspection Program Mar/Sep for AIRPS units? POI reports (cross feed) utilized? Quality control programs in use?

g. Mobility/WRM program. Is the required number of Unit Type Codes available for deployment?

(1) Check with PLX for requirements.

LWDB1___Postal AMT2 – 8M000 Personnel Only

LWDB2___Post Office 1 – 8M000

LWDB5___Postal AMT Equipment

LWDB6___Postal MPO Equipment

(2) Does the wing have a contingency plan?

h. Is there an active Postal Initiative Program?

i. Are job continuity folders available?

j. Maintenance of postal records cutoff/destroyed/maintained properly?

k. USPS Poster 26, Mail Bomb Indicators. Are personnel familiar with indicators and proper procedures? (ch 6,para g)

MAIL PROCESSING AND TRANSPORTATION:

a. Receipt/Dispatch:

(1) Truck procedures (witness for seal, EMMS/Regs, stacking, dispatch, docs) etc.

(2) Report irregularities/discrepancies (2273s) irregularity worksheet (1005.1c Sup-1).

b. Culling/Facing/Canceling:

(1) Surcharges/short paid – domestic/international.

(2) Postmaster/Cancellations – are cancellations clear, correct date, etc? All mail cancelled? Business Reply Mail (BRM), Indicia, Incorrectly addressed mail RTS no zip?

c. Mail sort/dispatch:

(1) Are they using most current PSLI and Pacific Mail Distribution Scheme? Local routing VA's correct?

(2) Tie outs/facing slips/pouching/sacking/traying?

(3) Plastic inserts, correct slide labels, right tags, dating labels, tin-bands, applicable seals?

(4) Box available for loose stamps?

(5) All mail dropped for daily dispatch?

(6) Vehicles clean?

d. Rewrapping/endorsing damaged mail?

e. Redlining Program (Korea only).

CONTINGENCY KITS

a. Are contingency kits on hand?

b. Are all required items enclosed?

SERVICE

MAIL COLLECTION PROCEDURES

a. Collection Boxes:

(1) Check PS Decal 55, Mail Collection Notices i.e., faded, worn, cutoff times correct, location of last collection box.

(2) Condition/security of drop boxes, how many, where?

(3) Decal 55 “we will dispatch mail you deposit by 0800 the same day. We dispatch mail at 0900, we will postmark mail you deposit between 0805 and 1500 the same day and dispatch it the following duty day.”

b. Pickup schedule (within 20 minutes after, and no earlier), Base Information Transfer Center (BITC) cutoff established.

CUSTOMER SERVICE

a. Are clerks courteous to customers?

b. Clerks providing information to patrons on the most economical ways to mail? Is information provided to patrons accurate?

c. Service hours adequate and realistic to support the base community? Is PSC open at least 30 minutes before or 30 minutes later than normal duty day?

d. Customers waiting excessive amount of time before serviced? Long lines? Supervisors monitoring?

e. Music too loud?

f. Dress and appearance of postal personnel –professional?

g. Customer rapport/assistance.

h. Publicity program.

i. PS form 4314-C, Consumer Card properly utilized and addressed to local (APO) postmaster?

POSTAL SERVICE CENTER (PSC)

a. Check the front of receptacles for number and security.

b. Check the back for:

(1) Mispitches/old mail/overstuffed/retiree labels/restricted delivery.

(2) DD Forms 2258 – forwarding and hold instructions adhered to?

c. Final notices -- Parcels and certified mail:

(1) Express -- Final + 3 days, +5 more days determine final disposition.

(2) All others -- Final + 5 days, +10 more days determine final disposition.

- d. Processing Priority: Express, First Class, Priority, SAM, Surface etc.
- e. Damaged mail properly wrapped and endorsed?
- f. In/out processing actions accomplished in a timely manner?
- g. PS Forms 3849/3883 signatures/consecutive/corrections/complete/mistakes/incomplete/APDS.
- h. AF Form 624 and PS Form 3801: cross-reference – two names/cross reference to computer.
- i. DD Form 2262: maintained properly, active/inactive, issued in sequence by date closed.
- j. PS Form 3801 accurate, current not abused or used for convenience. Suspended? Reviewed in 90-day intervals.
- k. DD Form 285's for UMC's – Minimum, Primary/Alternate Unit Mail Clerk. Compare UMCs signatures against 3883's.
- l. DD Form 2263, Combination Notice and lockbox maintenance.
- m. Unauthorized use of IDS – Patrons – Fliers.
- n. PACAF Form 37, or other device, used for quarterly review.
- o. PACAF Form 50, Individual Status sent to 1st Sgt/CC when needed?
- p. PS Form 3849, 3907, and 3801.

DIRECTORY SERVICE

- a. Check hold mail: 2 types: dated – 15 days past RNLTED attempt delivery or determine disposition - RTS if no info. Undated 30 days after receipt attempt delivery/determine disposition - RTS no info. Create directory card (90 days) list disposition.
- b. Check general delivery mail (transient personnel). Review weekly, directory, or in-processing after 15 days on hand for oldest mail determine disposition RTS if no info. Create directory card (90 days) list disposition.
- c. First Class Mail directorized within 24 hours/bulk 72 hours?
- d. Second class pubs annotated on AF Form 624, logs, or computer? 3579's completed after 60 days, annotated to cards or computer.
- e. Proper endorsements/postmarking directory mail?

- f. Casualty mail.
- g. Destruction code followed when using AF Form 624.

CLAIMS AND INQUIRY

- a. PS Form 1000 – all blocks are marked properly prior to submission, Postal Data Center USPS, P.O. Box 80143, St Louis, MO 63180-9432.
- b. PS Form 3831, Receipt for Article(s) Damaged in Mail, completed on all salvageable items.
- c. Both the claim clerk/MPO supervisor sign when forwarding to the mail recovery center (Mail Recovery Center, 390 Main Street, San Francisco, CA 94105).
- d. See if numerous claims have been filed for loss or damage which could indicate theft or fraud, postal clerks filed numerous claims, or claims on themselves.
- e. Salvageable items located in a secure area, with limited access.
- f. PS Forms 510 properly completed and forwarded.
- g. PS Form 2855, Claim for Indemnity, International Registration, or Insured Mail submitted for international items.
- h. Is claim log maintained?
- i. PS Form 623, Rifled Parcel.
- j. PS Form 542, Registered/Insured Inquiry.
- k. PS Form 5690, Express Mail Claim.
- l. Is a letter provided or PS Form 1000 returned from delivery PO as proof of loss?

SUPERVISION AND TRAINING

- a. OJT Records/Training completed on time/signed off/certified on task performing.
- b. Is there an active, well-documented training program (weekly/monthly)? Does it include: annual bomb threat training; manual scale operations; safety; including local driving conditions etc?
- c. Leadership, attitudes, proactive, teamwork.

- d. Are postal personnel aware that they are not permitted to remove undeliverable mail/waste or waste receptacles from postal facilities for personal use or for other use not authorized by the USPS? (DMM trans 159.17).
- e. Are postal personnel opening personal mail or parcels in the post office, taking their mail from the back of receptacles?
- f. Morale.
- g. Is there a volunteer program?

FACILITY

- a. Adequate – within DOD standards – minimum space.
- b. Lobbies – clean, professionally maintained? Accurate and current information displayed?
- c. Lighting – adequate – emergency lighting.
- d. Mailing equipment properly covered/maintained? (ch 5, para c2.2.b. (5), PS 1).

OFFICIAL MAIL

OFFICIAL MAIL

- a. Follow-up actions on AF Form 12 (ch 3, para i.2.3).
- b. Accountable forms reflect unbroken chain of receipt (ch 10, i.1b.(I)).
- c. Is PS Form 3800 properly receipted when certified mail is used? (ch 10, para i.3.e, PS1).
- d. Are all accountable mail transferred to the APO via PS Form 3877? (ch 10, para i.3.f, PS1).
- e. Copy of current official meter (w/model #) licenses on file? (ch 5, para c.1).
- f. Official mail meters properly secured (ch 5, para c.9).
- g. Return and delivery addresses properly prepared (BITC, ch 3, para d. PS 1).
- h. EMMS control and acceptance procedures in the BITC established and followed? (ch 3, K).
- i. Is request for Insured mail only used when authorized (ch 3, para i.4).
- j. Special services only used when permitted in BITC (ch 3, para I).

- k. Is official mail dispatched daily?
- l. Are annual inspection performed on ADO's? (ch2, para c.4.6).
- m. Is official mail being moved at the lowest cost? (ch 2, para b.2).
- n. Is Official Mail Manger (OMM) managing the postage reimbursement program as prescribed by DOD? Are quarterly reimbursement documents showing reimbursement made maintained? (ch 2, para b.12, PS 1).
- o. Does OMM have an Activity Distribution Office training program and is training documented? (ch 2, para c.2.b, PS 1).
- p. BITC delivery schedule given to ADO's (ch 10, para d3).
- q. BITC delivery times followed and cut-off times established.
- r. Is PS Form 3603, Report of Meter Setting, submitted daily and properly maintained? (ch 5, para c2.1, PS 1, and ch 5, para c3 a and b).
- s. Appropriated fund postage properly controlled (ch 3, para o and p).
- t. BITC meters reset quarterly (ch 5, para c.2b).
- u. Transit surveys conducted annually during month of May? (ch 2, para c5, PS1).

NOTE: Contingency kits (C-kits) will be inspected for required items.

*1203.3. PACAF AIRPS/DO shall inspect all postal activities at least annually. These annual POIs meet the PACAF Inspector General (IG) requirements and negate the requirement for a visiting PACAF IG team to inspect the affected postal activity. Detachments will formally inspect each activity assigned to them at least annually—this inspection will meet the requirement of a self-inspection, provided a thorough report is provided to the unit and maintained in the self-inspection continuity folder/binder. More frequent inspections may be performed at the discretion of the CS commander and other base officials. These officials may also fund for and request PACAF AIRPS to perform staff assistance visits, as they deem appropriate. Detachment chiefs will also visit their OLs at least annually to ensure quality of life, morale, personnel issues, and MAJCOM implemented policies are effective and current.

1203.5.(Added). Self-Inspections: each postal location will develop a viable self-inspection program. Self-Inspections will be conducted as follows:

- a. PACAF AIRPS activities will conduct self-inspections during March and September, using DOD 4525.6-M, Vol I and II, Appendix C, as applicable. Self- Inspection checklist results will be maintained in a separate binder by the operating location chief. The location chief will monitor any identified deficiency not

corrected immediately at 30-day intervals until corrected. Documented detachment level SAVs in same time period will eliminate that particular period self-inspection reports.

b. Postal Operations located on PACAF bases will conduct self-inspections as directed by the CS commander and local base requirements using DOD 4525.6-M, Vol I and II, Appendix C, and the PACAF AIRPS/DO updated inspection checklist as applicable. If an activity does not have a self-inspection program, comply with the instructions in paragraph a. above.

*1303.1c. All activities must submit proposed facility renovation or new construction designs to PACAF AIRPS/XP prior to submission to the local or equivalent base Civil Engineering for the design stage. The final design plans must also be coordinated with PACAF AIRPS/XP prior to the host base execution of the bidding or actual construction process.

*1402. Postal offense cases will be reported directly to PACAF AIRPS/DO with MPSA-OP included as an info addressee (e-mail or electronic message). MPSA-OP will assign a case number and all subject line elements of subsequent reports will reflect the case number until completely closed. The initial report must be exacting in all the details surrounding the incident/offense with specific particulars. Follow-up reports are required every 30 days to same addressee elements as initial until MPSA has closed it. When local investigative authorities decline to investigate (i.e., rifled mail from a gateway), and no further action is foreseen, state this fact in the last paragraph of your initial offense report and request MPSA consider closing the case.

APPENDIX A

*B.13b. Requests to limit, suspend, or revoke authorization to use the military postal service for intentional or persistent abuse of mailing or receiving by authorized users, except active duty service members will be sent to the serving commander or det chief. After consultation with the local staff judge advocate and PACAF AIRPS/DO, and review of the facts in the individual request, the commander or det chief may limit, suspend, or revoke said privileges. Requests that require a review of facility and manpower limitations will be forwarded to MPSA for review according to para B.13.a. above. Designated commanders shall notify the patron by letter of their intent to withdraw or limit authorized mail service, provide three days for rebuttal of alleged MPS abuse, and explain appeal procedures. Patrons may appeal through their local chain of command. When patrons indicate they want to appeal, allow them three additional days to provide a written appeal. The commander will provide a decision on the appeal to the patron in writing through the originating commander. When withdrawal or limitation action is taken, this notification will provide the required 90 days advance notice to terminate mail service. Forward an information copy of all requests for MPS limitations to the PACAF Air Postal Squadron Commander for review.

APPENDIX B

C. The POP plan is optional for all postal activities.

APPENDIX C

47.d.(AF Sup 1)(Added). Are clerks aware that items disposed of, as waste must be verified by the postmaster on the claims form?

JOANNE B. SECHREST, Major, USAF
Commander